**2021 Revised Phase III: Less Limited Walk-In Service  
Start date: June 16th**

HOURS  
Pre-COVID open hours Monday through Saturday. Building is open to the public.

STAFF

* Staff will be scheduled with mostly work in-library. Limited work from home will be decided upon by agreement between the Director and staff for non-public facing work.
* All Health & Safety guidelines remain in place.
* Volunteers will be welcomed back to the Library, following completion of VOSHA training if not previously completed. Volunteers are expected to abide by same H&S guidelines as staff.

MATERIALS

* A checkout process to maintain social distancing and minimize close contact will be maintained.
* A selection of toys, puzzles and stuffed animals will be rotated in the Youth area on a daily basis, using totes.
* Patron initiated holds and Inter library loans continue.
* 3 day quarantining of returned books ends as per guidelines from VDH. (see page 24 of <https://education.vermont.gov/sites/aoe/files/documents/edu-vdh-guidance-strong-healthy-start-school-health-updated-10-23_1.pdf>)
* Continue to wipe down non-book items such as pass bags, telescope, and other non-traditional items.

PROGRAMS

Virtual programs continue with addition of outdoor in-person programs following the guidelines for safe outdoor programing provided by the ACCD and others. See <https://files.constantcontact.com/4e4f0aac701/68e914df-3d39-4c31-968d-c98954fc3aec.pdf>  
  
After July 4th, 2021, the library will begin in-person programs/events, along with a hybrid model, following Universal Guidelines for the State of VT.

SERVICES

* Limit patrons to 60 minutes per day of computer/iPad time. If computers are full, patron must wait outside of the Library or come back another time. Reservation are not required but can be made if patrons desire. Staff will clean keyboard, mouse, buttons on monitors, table area around computer and chair arms between patrons. Computer stations will be available to allow for 6 ft. social distancing.
* Seating in the Library will be limited to facilitate social distancing by removing and storing some furniture or placing signs on furniture.
* Personal laptops may be used at work tables or reading areas for a maximum of one hour, with one person per table, or a COVID pod or family member.
* Self-service copying and Book Sale resume, payment by donation, no change made.
* Holds will be available to patrons by default at the Help Desk or via Curbside by patron request.
* Return to pre-COVID Unattended child policy. Children under the age of 8 must be supervised by a parent, guardian, or responsible party designated by the parent or guardian while in the Library.

PATRONS

* Patrons will be asked to use hand sanitizer or wash hands upon entry.
* Browsing visits limited to 30 minutes.
* 6’ social distancing will remain the requested behavior – signs posted.
* Patrons are required to wear face coverings while in the Library, with exceptions for children under the age of two and those who cannot due to medical conditions.
* As per state guidelines, limit number of people in the building including patrons, staff and others to 50% of fire code capacity. Fire code capacity is 80, so limit will be 40 people.

MEETING ROOMS

* Sal room will be used for Library Programs. A return to public use/rental will be considered by the staff and director after July 4, 2021.
* The 2 small study rooms will be available for public use by one person, COVID pods, or family groups, by honor system. We will return to the reservation system we used pre-COVID, with a maximum time of 3 hours. Air purifiers will be on all day in the study rooms. Staff will clean surfaces between users. Approximately 30 minutes will be scheduled between users. Windows will be open when weather allows. After July 4th, two people will be allowed to use a study room together outside of above configurations. Masks required.

What must be in place be in place before this phase begins:

* Have guidelines and reminders for social distancing around the library.
* Hand sanitizing stations.
* One way and 6’ traffic management signs at front and back doors and stairwells.
* Continue use of Plexiglas barriers at Help Desk and Youth Desk.

OTHER

* Doors and windows will be propped open for added air circulation whenever feasible given weather conditions.
* Air purifiers will be on in both offices and both study rooms during open hours.
* Town Facilities Manager will provide additional outdoor seating (picnic tables) in the garden area and near the library’s main door.
* No consumption of food or beverages allowed inside. No coffee sales.
* Continue implementing guidelines for staff for illness, hygiene and social distancing.

For cure=rent State guidelines:

<https://accd.vermont.gov/covid-19/vermont-forward/events-and-gatherings>

<https://www.vermont.gov/vermont-forward#gsc.tab=0>

<https://accd.vermont.gov/sites/accdnew/files/documents/Vermont%20Forward%20Plan%20Overview%20Webinar%20-%2020210414%201500.pdf>